



OREA USE ONLY		TYPE REMIT
TTL RCD	APP RVW	<input type="checkbox"/> CC
EXAM	FP	<input type="checkbox"/> MO
OVERPAY		<input type="checkbox"/> PO

## ***COURSE ACCREDITATION AND DESCRIPTION***

***Review Course Provider Handbook Prior to Completing this Form***

<b>1. Legal Name of Course Provider</b>			
<b>2. Name and Phone Number of Person Authorized to Act on Behalf of Chief Executive Officer</b>			
Name		Phone (      )	
<b>3. Main Office Location</b>			
Number, Street and Suite Number			
City	County	State	Zip Code
<b>4. Type of Course</b>			
<input type="checkbox"/> Basic Education		<input type="checkbox"/> Continuing Education	
<b>5. Number of Courses</b>			
<b>6. Course Titles (use additional sheets, if necessary)</b>			

**ATTACH A COURSE DESCRIPTION FORM FOR EACH CLASS IDENTIFIED IN ITEM 6 ABOVE**

### **CEO DECLARATION**

I, \_\_\_\_\_ (name), declare under penalty of perjury that the foregoing information and information provided on all attachments is true and correct and that I have answered each question fully and truthfully and without any purpose of evasion or mental reservation. I understand that providing false information is grounds for denial or revocation of any accreditation or license and may subject me to disciplinary action and/or criminal prosecution and punishment by imprisonment in state prison for 2, 3 or 4 years.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ (city or county)  
\_\_\_\_\_ (state).

Signature: \_\_\_\_\_

Title (please print): \_\_\_\_\_

Name (please print): \_\_\_\_\_

**MUST BE SIGNED BEFORE AND CERTIFIED BY A NOTARY PUBLIC IF EXECUTED OUTSIDE THE STATE OF CALIFORNIA**

**COURSE DESCRIPTION**  
*(each course requires a separate form)*

<b>1. Course Title</b>
<b>2. Prerequisites</b>
<b>3. Course Length in Hours</b>
<b>4. Textbooks and Other Required Student Materials</b>
<b>5. Type of Course</b>
<input type="checkbox"/> Classroom <span style="margin-left: 200px;"><input type="checkbox"/> Correspondence</span>

**REQUIRED COURSE ATTACHMENTS**

- ☐ Textbooks and other student materials
- ☐ Proposed advertising and promotional materials for each course.
- ☐ Outline or syllabus
- ☐ At least two different final examinations, with exam key. (Not required for continuing education courses.)
- ☐ Listing of dates, by location, when the course was previously offered, or if not yet presented, the proposed first date and location the course will be offered.
- ☐ For correspondence courses, the reading assignment listing, with page references.
- ☐ Complete *OREA Topic Matrix* (REA 3015) for basic education courses only (Not required for continuing education courses).

**REQUIRED PROVIDER ATTACHMENTS**

Policy statements, correspondence or other verification of the following information, if different than those previously approved for the course provider:

- |   |   |
|---|---|
| <input type="checkbox"/> Attendance Policy                | <input type="checkbox"/> Final Examination Policy                     |
| <input type="checkbox"/> Grading Policy                   | <input type="checkbox"/> Record Maintenance and Retention Policy      |
| <input type="checkbox"/> Instructor Hiring Policy         | <input type="checkbox"/> Subcontracting Policy                        |
| <input type="checkbox"/> Refund and Re-Examination Policy | <input type="checkbox"/> Sample of the Course Completion Certificates |

**READ THE FOLLOWING INFORMATION BEFORE COMPLETING THIS APPLICATION**

- Do not write in the shaded areas.
- Type or print clearly in blue or black ink.
- Applications must be legible and contain an original signature.
- All fees must be paid by pre-printed personal check, company check, cashier's check, certified check, money order or government purchase order.
- Fees cannot be refunded. By statute, all fees submitted are deemed earned upon receipt.
- Submit an *OREA Topic Matrix* (REA 3015) for each basic education course.
- All out-of-state addresses require a completed and notarized *Consent to Service of Process* (REA 3006).
- If you have any questions, please write to the address listed below or call (916) 552-9000.
- Mail completed application, necessary fees and qualifying documentation to:

**OFFICE OF REAL ESTATE APPRAISERS**  
**1102 Q Street, Suite 4100**  
**Sacramento, CA 95814**

**FEES**

**BASIC EDUCATION**

**MULTIPLE COURSE REVIEW FEE**

Application Review Fee	\$150
1 to 5 Courses	\$350 per course
6 or more Courses	\$250 per course for each course over 5 courses

**CONTINUING EDUCATION**

**COURSE REVIEW FEE**

Application Review Fee	\$150
Up to 14 Hours	\$ 50
15 to 29 Hours	\$100
Each additional 14 hour segment or portion thereof	\$ 50

**INSTRUCTIONS**

- 1. LEGAL NAME OF COURSE PROVIDER**--The legal name of the course provider.
- 2. NAME AND PHONE NUMBER OF PERSON AUTHORIZED TO ACT ON BEHALF OF CHIEF EXECUTIVE OFFICER**--Name of person authorized to act on behalf of CEO for course provider and individual matters. Include a written letter of authorization from the CEO.
- 3. MAIN OFFICE LOCATION**--Do not list a P.O. Box, Rural Route or Star Route. If a physical address is not available, indicate the physical location (i.e., the nearest intersection and distance from it).
- 4. TYPE OF COURSE**--Indicate whether the courses to be approved are for basic education or continuing education.
- 5. COURSE TITLES**--List the titles of the courses to be approved. Use additional sheets if necessary.

**COURSE DESCRIPTION**

- 1. COURSE TITLE**--The title of the course to be approved.
- 2. PREREQUISITES**--The minimum requirements needed in order to attend the course. Attach additional sheets if necessary.
- 3. COURSE LENGTH IN HOURS**--The number of hours for the course duration (including the final examination for basic education courses).
- 4. TEXTBOOKS AND OTHER REQUIRED STUDENT MATERIALS**--The name of the textbook used for the course. List all materials students are required to have in order to attend the course. Attach additional sheets if necessary.
- 5. TYPE OF COURSE**--Indicate whether the course to be approved is a classroom course or a correspondence course.

**REQUIRED ATTACHMENTS**--Submit the following attachments with this form:

- Textbooks and other student materials;
- Proposed advertising and promotional materials
- Outline or syllabus;
- At least two different final examinations, with exam key (not required for continuing education courses);
- Listing of dates, by location, when the course was previously offered, or if not yet presented, the proposed first date and location the course will be offered.
- For correspondence courses, the reading assignment listing, with page references; and
- Complete *OREA Topic Matrix* (REA 3015) for basic education courses only.